



POLICIES AND PROCEDURES

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

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10/30/2006

TITLE

PROMOTION PROCEDURE

Section 1. Purpose. To establish a fair and equitable policy and standard procedure to promote eligible personnel from one job classification to another.

Section 2. Applicability. This Policy applies to all MCFRS personnel in the Firefighter/Rescuer Occupational Series and was developed in cooperation with the International Association of Fire Fighters Local 1664.



Section 3. Definitions.

- a. **Active Directory.** For purposes of this policy, the specific software application that enables individual MCFRS employees access to the specific components of the Promotion Candidate Application Process (PCAP).
- b. **Administrative Component.** Web-based menu options accessible to MCFRS Active Directory groups including: the Administrative Group, the Captains Group, the Promotion Board, and the Fire Chief Group, enabling their users to perform the administrative tasks for which they are responsible, as established in this policy.
- c. **Administrative Group.** Staff of the MCFRS Employee Services Section and Montgomery County Office of Human Resources.
- d. **Applicant.** An MCFRS employee who has obtained the minimum criteria needed for promotion and applies for a promotional exam or promotional vacancy announcement.
- e. **Applicant Component.** A secure suite of web-based menu options accessible to all MCFRS employees in Montgomery County's Active Directory. The Component enables MCFRS employees to: review promotion policies, bulletins, eligibility lists, job analysis documents, and vacancy announcements. The employee may use the Component to apply to take a promotional exam and generate a promotion application package.
- f. **Application Package.** A cover letter and resume required when an MCFRS employee applies for a promotional vacancy announcement. The cover letter and resume must be created in PCAP, using the Cover Letter and Resume Editors.



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- g. **Blind Matrix.** A compilation of candidate-submitted information and Administrative Group-generated information, with all references deleted regarding the applicant's name or identity.
- h. **Certified Copy of College Transcript.** A duplicate of the original transcript certified as a true copy by the institution having custody of the original.
- i. **Competitive Promotion.** A promotion that is granted based on the fair and appropriate consideration of each candidate's individual qualifications and work history.
- j. **Cover Letter Editor (CLE).** A component of the candidate's on-line application package in which the cover letter can be created, displayed, modified, and printed. The letter should address the purpose for the application, and why the candidate believes he or she should be considered for the vacancy, in not more than three paragraphs or 4000 characters.
- k. **First-Level Supervisor.** An individual in the employment hierarchy who directly supervises the applicant in his/her current work assignment; typically a Lieutenant or above.
- l. **IPPA Rating.** Acronym for Individual Performance and Planning Appraisal rating, the rating an employee receives on their most recent Individual Performance and Planning Appraisal.
- m. **Non-competitive Promotion.** A promotion authorized by the Chief Administrative Officer, as defined by the applicable Montgomery County Personnel Regulations.
- n. **Promotion Board.** A group, appointed by the Fire Chief, to evaluate and recommend candidates to fill vacancies in the ranks of Battalion Chief, Captain, Lieutenant, and Master Firefighter.
- o. **Promotional Candidate Application Process (PCAP).** A secure web application that provides an expedient, secure, and reliable site enabling MCFRS personnel to record, review, and revise their promotional



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applications; acquire promotional information; and enable designated MCFRS managers to retrieve, analyze, and approve promotion applications.

- p. **PSTA Registrar Transcript.** Individual transcript residing at the Montgomery County Public Safety Training Academy listing all courses, certifications, credits, licensures, and qualifications completed by an employee, and all equivalencies received. The transcript also includes verified college credits that have been submitted to the Montgomery County PSTA.
- q. **Receipt.** A printable record containing applicant's name, position applied for, time and date stamp, closing date of the vacancy, and a receipt number, that appears automatically after the applicant's information has been submitted.
- r. **Resume Editor.** A component of the application process that enables a candidate to generate, display, edit, print, and submit a standard resume. The employee should maintain a copy.
- s. **Second Level Supervisor.** The individual in the employment hierarchy who is immediately above the first-level supervisor in authority over the applicant; typically a Captain, Battalion Chief, or higher ranking officer.
- t. **Seniority Rank.** A number assigned to each employee, based on the individual's total service time in the Montgomery County Government merit system as a full-time Montgomery County career firefighter, except when there is a break in service of two or more years. For bargaining unit members this number is derived from the annual Seniority Directive.
- u. **Single Sign-On (SSO).** A process enabling an authorized user to access authorized software application(s) or system(s) by entering a single log-in and password to access their computer workstation and applications.
- v. **Special Consideration.** Information regarding an employee's currently-active grievances, appeals, or resolutions; active disciplinary actions; and any current revocation of driving status that may be relevant to the individual's promotional status. The Administrative Group maintains and enters this information into the system.



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- w. **Supervisory Endorsements.** Recommendations or endorsements submitted by first- and second-level supervisors regarding an employee's potential to perform duties and responsibilities at a higher rank. They are submitted on-line using a secure webpage form, and are associated or linked with an employee's or candidate's promotional application package.
- x. **Training Officer.** An individual who is designated by the Fire Chief as the training officer for the Montgomery County Fire and Rescue Service.

Section 4. Policy

- a. It is MCFRS policy to fill all vacancies in a timely manner, according to its needs and budget, as determined by the Fire Chief.
- b. All eligible applicants will be given fair and equal consideration.
- c. The Fire Chief retains authority to make final promotional decisions.
- d. The Fire Chief reserves the right to suspend the use of the Promotion Board. If the Fire Chief takes this action, the Fire Chief assumes all the responsibilities of the Board, as indicated in Section 5.g. of this document.
- e. All information that an applicant enters into PCAP must be accurate and truthful.
- f. If any information the applicant enters into PCAP is discovered to be false, he/she will not be considered for the position and will be subject to disciplinary action.
- g. An applicant must follow all procedures established in this policy to have their application considered.
- h. If an applicant discovers any erroneous or missing information in PCAP, it is his/her responsibility to contact the appropriate person or agency responsible for maintaining the data. PCAP will provide contact information on-line, so that the applicant will know whom to contact.
- i. Applications submitted after the closing date of a vacancy will not be considered.



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- j. MCFRS encourages all personnel to periodically enter the PCAP system to ensure the information pertaining to their resume is current and accurate. Keeping this information current is in the employee's best interest.
- k. The employee may complete and edit his or her resume at any time, even when not actively participating in a promotional process. However, changes made after the closing date of a specific vacancy will not be considered.
- l. The employee must comply with the provisions of the current Executive Regulation on *Certification Standards for Training, Experience, and Credentialing Requirements* to be eligible for promotion.
- m. Specific education, training, and experience requirements exist for each rank. The applicant must complete these requirements by the closing date for receipt of applications for promotion to the respective rank. These requirements are listed in the attachment to this document indicating the specific **Promotion Requirements for Fire and Rescue Class Positions**.
- n. An employee has the right to have access to all information related to his/her application.

Section 5. Responsibilities

- a. Employees are responsible for:
 - 1. creating an application package, i.e., Cover Letter and Resume, using the PCAP software;
 - 2. completing and submitting a Request for Promotional Exam Form using the PCAP software, if they wish to apply for a promotional exam;
 - 3. applying for promotion using PCAP, for any announced vacancy for which they wish to be considered; and
 - 4. providing the PSTA Registrar with a certified copy of college transcripts to have college credits recorded and verified.



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- b. First Level Supervisors must complete and submit annual recertification completion dates; BLS unit driver status; certified Aide status on a BLS unit; and supervisory endorsements, within seven calendar days after being notified by PCAP that their personnel have applied for a promotion.
- c. Second Level Supervisors must complete and submit a supervisory endorsement within seven calendar days after being notified by PCAP that their personnel have applied for a promotion.
- d. The Public Safety Training Academy (PSTA) Registrar Staff is responsible for:
 - 1. entering into the Registrar database, which is linked/associated with PCAP, the completion date and outcome of all fire and rescue courses completed by MCFRS personnel.
 - 2. entering into PCAP the completion date of all courses the Training Officer has approved for equivalency;
 - 3. entering into PCAP all MCFRS driver certifications;
 - 4. entering into PCAP all college or university credits the Training Officer has verified; and
 - 5. entering into PCAP all MCFRS personnel licensures and certifications.
- e. The Training Officer is responsible for:
 - 1. verifying that the college transcripts submitted are official documents that meet the requirements of this policy; and
 - 2. approving all equivalency for classes taken outside the MCFRS system.
- f. The Employee Services Section Assistant Chief (or designee) is responsible for:
 - 1. ensuring the current *Promotion Policy and Procedure* is entered into PCAP;



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2. ensuring Vacancy and Promotional Exam Announcements are posted in PCAP;
 3. ensuring the Job Analysis and Description for each position is posted in PCAP;
 4. ensuring that all special considerations are entered into PCAP, and removed at the appropriate time;
 5. notifying all selected and non-selected promotional candidates, as well as Division Chiefs, Assistant Chiefs, Battalion Chiefs, Logistics Section, IT Staff, Scheduling Staff, and Administrative Specialists, of the final outcome of the promotional process; and
 6. training members of the Promotion Board and ensuring they maintain the confidentiality of records statements.
- g. The Promotion Board (if applicable) is responsible for:
1. ranking the promotional applicants, using a blind matrix, while considering: cover letters, resumes, IPPA, work experience, education, supervisory endorsements, specialty assignments, military experience, community involvement, seniority, special considerations, awards and achievements, other relevant experience, training and information pertinent to the candidate's suitability and potential for successful performance. Job- related education must be considered when candidates for promotion are otherwise equally qualified.
 2. and performing their duties in accordance with the Collective Bargaining Agreement.

Section 6. Procedure.

A. NON-COMPETITIVE PROMOTION PROCEDURE

- a. When an employee has met all the qualifications for a non-competitive promotion, including time in grade; successful completion of probation requirements; successful class completions; and applicable certifications,



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PCAP will automatically email the Administrative Group a notification indicating that employee's eligibility for a non-competitive promotion.

- b. After receiving the notification of non-competitive promotion, the Administrative Group will complete the procedure to promote the employee.
- c. The Administrative Group will notify the employee by email that the employee's non-competitive promotion has been achieved, and that the date the employee completed all the necessary requirements of that rank will become the effective date of the promotion.

B. COMPETITIVE PROMOTION PROCEDURE

- a. An MCFRS employee who wishes to apply for a promotional opportunity may access all of the following PCAP options or links: *Promotion Policy*, including Promotion Requirements for each rank; *Promotion Bulletin*; *Request for Promotion Exam*; *Job Analysis and Description*; *Supervisory Endorsements*; *Eligibility List*; *Vacancy Announcements*; *Resume Editor*; and *Cover Letter Editor*.
- b. An employee may access the Promotion Bulletin link to display current Promotion Bulletin web document (PDF) files displaying the requirements and examination procedures for promotion to each rank.
- c. An employee may access the *Request for Promotion Exam* link only. He/she must complete the appropriate *Request for Promotion* form in that link, and use the link to submit it to the Administrative Group for final approval and instructions. The employee must submit or verify his/her name, mailing address, home phone, current duty assignment, current rank, date of appointment to current permanent rank, name of college/university, name of degree/program, and number of college credits completed. To be considered qualified for the exam, the employee must submit or verify all information requested. The employee must hand deliver certified copies of college transcripts to the Training Officer before the exam's closing date and time.
- d. The eligibility list for promotion will be posted in PCAP as soon as available.



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- e. After the Administrative Group enters a vacancy announcement into PCAP, an email will be distributed automatically to all employees. Vacancy announcements include a number, a posting date, the number of positions available, a position description, the closing date, and contact information.
- f. When the employee receives the email notification for the vacant position, he/she may choose to submit a promotional application package.
- g. If an employee is eligible and wishes to apply for a promotion, he/she must log in to PCAP and select the *Vacancy Announcement Apply for Promotion* link next to the vacancy announcement notice to generate an application package.
- h. The employee must also create and submit a cover letter and resume, using the Resume and Cover Letter Editors provided in PCAP.
- i. Once the application package has been submitted, a web page receipt, which the employee must retain, and a corresponding email notification will be emailed to the employee.
- j. The employee's First and Second Level Supervisors will receive an email providing them with a link to enter Supervisory Endorsements. Supervisors must complete and submit endorsements within seven calendar days. However, missing or late supervisory endorsements will not prevent an applicant from being considered.
- k. After the vacancy closing date, the Administrative Group will review the application packages, and information regarding any current adverse actions or special considerations will be entered using a PCAP Administrative Component.
- l. The Administrative Group will send a competitive promotion review email notification message to the Promotion Board. Subsequent to the closing date, the Promotion Board must review the applicant packages in a blind matrix format. The Promotion Board will meet, discuss, and assign a comparative ranking to all candidates using the PCAP Administrative Component.



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- m. The Administrative Group will forward all employee applications and the rankings of the Promotion Board to the Fire Chief. The Fire Chief will conduct interviews, if necessary, and will select a candidate for promotion.
- n. All applicants will receive individual email notifications of the Fire Chief's decision.
- o. A Personnel Action Form will be distributed to all MCFRS work sites indicating which employees have been promoted.
- p. The eligibility list will be updated automatically to reflect the most recent promotion(s). The promoted employee's name will be struck through, and the date of promotion noted.

Section 7. Attachment: Promotion Requirements for Fire and Rescue Class Positions

Section 8. Cancellation: This policy cancels and replaces DFRS Policy and Procedure No. 512, entitled *Promotion Procedure*, dated December 5, 2002.

Section 9. Implementation and Enforcement. The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Section 10. Effective Date. This policy is effective on October 30, 2006.

Approved:

/s/

October 30, 2006

Thomas W. Carr, Jr., Fire Chief
Montgomery County Fire and Rescue Service

Date

FIRE/RESCUE CAREER PROGRESSION

Grade B6	Fire/Rescue Division Chief
Grade B4	Fire/Rescue Assistant Chief
Grade B3	Fire/Rescue Battalion Chief
Grade B2	Fire/Rescue Captain
Grade B1	Fire/Rescue Lieutenant
Grade F4	Master Firefighter/Rescuer
Grade F3 *	Firefighter/Rescuer III
Grade F2	Firefighter/Rescuer II
Grade F1	Firefighter/Rescuer I (Recruit)

* Also eligible for Fire/Rescue Lieutenant

Promotion Requirements for Fire and Rescue Class Positions

This document outlines advancement requirements within the Fire/Rescue Occupational Series. It indicates the education, training, and experience requirements for promotion to each classification in the Fire/Rescue Occupational Series, and it supersedes all previous requirements.

The Fire/Rescue Personnel System includes the following classifications within the Fire/Rescue Occupational Series:

	<u>Class Code</u>	<u>Grade</u>
Fire/Rescue Division Chief	003150	B6
Fire/Rescue Assistant Chief	003163	B4
Fire/Rescue Battalion Chief	003165	B3
Fire/Rescue Captain	003167	B2
Fire/Rescue Lieutenant	003168	B1
Master Firefighter/Rescuer	003169	F4
Firefighter/Rescuer III	003170	F3
Firefighter/Rescuer II	003171	F2
Firefighter/Rescuer I (Recruit)	003172	F1

I. Proficiency and Non-Competitive Advancement

The Firefighter/Rescuer III class is the budget level class for the Firefighter/Rescuer series, consisting of Firefighter Rescuer I (Recruit), Firefighter/Rescuer II, and

Firefighter/Rescuer III. A budget level series is intended to identify qualitative differences between the work performed by individuals in different classes and the amount of supervision exercised over these individuals as they perform their work. The budget level, i.e., Firefighter/ Rescuer III, is the highest grade in the occupational series to which Firefighter/ Rescuers may be advanced within their positions on a non-competitive basis.

Advancement from Firefighter/Rescuer I (Recruit) through Firefighter/Rescuer III is proficiency advancement, meaning that all Firefighter/Rescuers who meet the advancement criteria are advanced to a higher grade when the requirements are met. Contingent upon completion of the service time and training requirements, all Firefighter/Rescuers who hold the rank of Firefighter/Rescuer I, and who meet the advancement criteria, will advance to the rank of Firefighter/Rescuer II, and then to Firefighter/Rescuer III.

II. Competitive Advancement Requirements

In a competitive advancement, there are usually more qualified applicants than available positions. Above the rank of Firefighter/Rescuer III, the numbers of authorized positions are limited. Selection for the ranks of Master Firefighter/ Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, Fire/Rescue Battalion Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Division Chief will be competitive. Only some of the officers qualified for these positions will be advanced due to the limited number of positions or other organizational, management, and/or budgetary reasons.

III. Educational Requirements

Specific educational requirements for each rank must be met by the closing date for receipt of applications for promotion to the respective rank. The educational requirements for the officers' ranks are defined by the number of college credits required. Experience cannot be substituted for education.

IV. Training Requirements

Specific training requirements for each rank must be met before receiving a proficiency advancement to that rank, or by the closing date for receipt of an application for a competitive promotion examination to that rank (see Section IX).

Questions concerning training equivalencies at all ranks should be directed to the Training Officer, in accordance with the current FRC Executive Regulation on *Certification Standards for Training, Experience, and Credentialing Requirements*.

V. Experience Requirements

Specific experience requirements for each rank must be met before receiving proficiency advancement to that rank, or by the closing date for receipt of applications for competitive promotion examination to that rank. In-grade experience within any rank is defined as the experience gained while permanently promoted in that rank. Experience gained while serving in a *temporary promotion* will not be considered in meeting the in-grade experience requirement for permanent promotion to the next higher rank above that temporary promotion rank. Education cannot be substituted for required in-grade experience. The date of appointment to a rank is the date listed on the Personnel Action Form (PAF).

VI. Competitive Examinations

Promotion to the rank of Master Firefighter/Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, Fire/Rescue Battalion Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Division Chief are competitive.

Before an examination is administered for these ranks, the Montgomery County Office of Human Resources will publish an announcement detailing the examination procedures. The announcement may include, but is not limited to: the procedures for application submission; the deadline for receipt of applications; the minimum requirements for eligibility to compete in the examination; a description of the examination process; suggestions related to preparing for the examination, if applicable; procedures for examination review and appeal, if applicable; procedures for scoring and creating the Eligibility List; a study list, if applicable; and the anticipated effective date of the Eligibility List.

All minimum qualifications for each rank must be met by the closing date for receipt of applications for the promotion examination of the specific rank. Individuals who fail to meet the required experience, education, or training requirements by the closing date for receipt of applications specified in the announcement will be ineligible to compete in the promotion examination process.

VII. Use of Eligibility Lists

After the competitive promotion examination process has been completed, OHR will provide a certified list of candidates who are eligible for promotion to the Fire Chief. The Fire Chief will fill vacancies that occur, in accordance with Personnel Regulations, MCFRS Policy, and related provisions of the Bargaining Agreement between the County and IAFF Local 1664.

VIII. Qualifications for Promotion to Each Rank

The specific experience, education, and training requirements for promotion to each rank, except Firefighter/Rescuer I, are indicated below. Individuals who are appointed or promoted to each of the ranks listed below must serve a probationary period of six months in that rank, during which time their performance will be carefully evaluated. Continuation in that rank will be contingent upon successful completion of the probationary period. Successful completion of all probationary requirements is required to advance to the next rank.

Firefighter/Rescuer II

Experience: One year of career experience as a Montgomery County Firefighter/Rescuer I

Education: High school graduate or equivalent acceptable to the State of Maryland

Certification and Training: Successful completion of Montgomery County Fire and Rescue Service Recruit School

Montgomery County Firefighter II Certification or equivalent
EMT-B, EMT-I, or EMT-P Certification
Current CPR Certification
Current AED Certification
Current Blood Borne Pathogens Certification
Current SCBA Certification
Current Hazardous Materials Certification
Emergency Vehicle Operator Course (EVOC)
Human Relations Class (6 hours) - EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Cultural Diversity
Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)
Have a valid driver's license.

Firefighter/Rescuer III

Experience: Satisfactory completion of two years of career experience as a Montgomery County Firefighter/Rescuer II.

Education: High School graduate or equivalent acceptable to the State of Maryland.

Certification and Training: Montgomery County Firefighter III Certification or equivalent, including:
- Firefighter III, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics

Truck Company Operations (or Aerial Operations)

Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)

Certified by MCFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of heavy fire/rescue apparatus. Heavy fire/rescue apparatus is defined as engines, trucks/towers, or rescue squads.

Master Firefighter/Rescuer

Experience: Satisfactory completion of one year of career experience as a Montgomery County Firefighter/Rescuer III.

Education: High school graduate or equivalent acceptable to the State of Maryland.

Certification

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics

Truck Company Operations (or Aerial Operations)

Fire Officer Development I, which includes:

- Progressive Discipline
- Problem Solving and Decision Making

OR

Fire Officer I (or Officership I)

AND

- Progressive Discipline
- Problem Solving and Decision Making

Instructor I

Incident Command

(**OR** Company Level Operations, **OR** Tactics)

Human Relations (6 hours)

- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Cultural Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)

Certified by MCFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of heavy fire/rescue apparatus. Heavy fire/rescue apparatus is defined as engines, trucks/towers, or rescue squads.

Fire/Rescue Lieutenant

Experience: Satisfactory completion of three years of career experience as a Montgomery County Firefighter/Rescuer III; **OR** completion of two years of experience as a Montgomery County Master Firefighter/Rescuer; **OR** any combination of experience at these two ranks, equal to three years.

Education: Successful completion of fifteen semester hours in a degree program at an accredited college or university. MCFRS requires no specific courses. However, employees are encouraged to complete English, Technical Writing, Public Speaking, Mathematics, and Fire Science or EMS-related courses. Degree seeking employees should consider Fire Science, Fire Administration, EMS, or other fire service-related areas as a major.

Certification

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, or EMT-P Certification

Current CPR Certification
Current AED Certification
Current Blood Borne Pathogens Certification
Current SCBA Certification
Current Hazardous Materials Certification
Emergency Vehicle Operator Course (EVOC)
Pumps and Hydraulics
Truck Company Operations (or Aerial Operations)
Instructor I
Individual Performance Planning and Appraisal
Fire Officer Development I, which includes:

- Progressive Discipline
- Problem Solving and Decision Making

OR

Fire Officer I (or Officership I)

AND

- Progressive Discipline
- Problem Solving and Decision Making

Incident Command

(**OR** Company Level Operations, **OR** Tactics)

Human Relations (8 hours)

- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Managing Diversity

OR

- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

OR

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)

Fire/Rescue Captain

Experience: Satisfactory completion of two years of career experience as a Montgomery County Fire/Rescue Lieutenant.

Education: Successful completion of thirty semester hours in a degree program at an accredited college or university. MCFRS requires no specific courses. However, employees are encouraged to take English, Technical Writing, Public Speaking, Mathematics, and Fire Science or EMS-related courses. Degree-seeking employees should consider Fire Science, Fire Administration, EMS, or other fire service-related areas as a major.

Certification

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics

Truck Company Operations (or Aerial Operations)

Instructor I

Individual Performance Planning and Appraisal

Fire Officer Development I, which includes:

- Progressive Discipline
- Problem Solving and Decision Making

OR

Fire Officer I Course (or Officership I)

AND

- Progressive Discipline
- Problem Solving and Decision Making

Incident Command

(**OR** Company Level Operations, **OR** Tactics)

Fire Officer Development II (title before September, 2000), which includes:

- Fundamentals of Mid-Level Management
- Planning For Results
- Performance and Conduct Problems

OR

Fire Officer II

AND

- Fundamentals of Mid-Level Management
- Planning for Results
- Performance and Conduct Problems
- Human Relations (8 hours)
- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Managing Diversity

OR

- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

OR

- Managing EEO/AA and the Law
 - Managing Diversity
- Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)

Fire/Rescue Battalion Chief

Experience: Satisfactory completion of two years of career experience as a Montgomery County Fire/Rescue Captain.

Education: Associate's Degree, or successful completion of sixty semester hours in a degree program at an accredited college or university

Certification

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
- Practical Rescue

OR

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Fire Officer III

Managing Supervisory Performance

Strategic Planning

Human Relations (8 hours)

- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Managing Diversity

OR

- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

OR

- Managing EEO/AA and the Law

- Managing Diversity
Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)

Fire/Rescue Assistant Chief

Experience: Two years of career experience as a Fire/Rescue Battalion Chief in the Montgomery County Fire and Rescue Service.

Education: Successful completion of ninety semester hours in a degree program at an accredited college or university.

Certification EMT-B, EMT-I, or EMT-P Certification
and Training: Current CPR Certification
Current AED Certification
Current Blood Borne Pathogens Certification
Current SCBA Certification
Current Hazardous Materials Certification

Fire/Rescue Division Chief

Experience: Two years of career experience as a Fire/Rescue Assistant Chief in the Montgomery County Fire and Rescue Service.

Education: Bachelor's degree, or at least one hundred twenty semester hours in a degree program at an accredited college or university.

Certification EMT-B, EMT-I, or EMT-P Certification
and Training: Current CPR Certification
Current AED Certification
Current Blood Borne Pathogens Certification
Current SCBA Certification
Current Hazardous Materials Certification

IX. Promotion Examination Schedule

The Montgomery County Fire and Rescue Service and the Office of Human Resources intend to provide promotional examinations for the ranks of Master Firefighter/ Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, and Fire/Rescue Battalion Chief on a two-year cycle. This cycle will be modified as needs require.

Projected Schedule

Master Firefighter/Rescuer

Fall, even numbered years

Fire/Rescue Lieutenant

Fall, even numbered years

Fire/Rescue Captain

Fall, odd numbered years

Fire/Rescue Battalion Chief

Spring, odd numbered years

The examination processes for Fire/Rescue Assistant Chief and Fire/Rescue Division Chief will be scheduled as needed.

PCAP promo procedure attachment dz/bf bf wp 10-24-06